



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G3/5/7  
400 ARMY PENTAGON  
WASHINGTON DC 20310-0400

DAMO-FMS

11 December 2013

MEMORANDUM FOR All personnel Assigned/Attached to the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #6 – Fraud, Waste and Abuse

1. All members of the AFMS are individually charged with ensuring the proper safeguarding, use, and accounting of government funds, supplies and equipment.
2. Assigned personnel are prohibited from using AFMS equipment or supplies for their personal use. Additionally, AFMS property shall not be removed from the premises without approval from the Deputy Commandant.
3. All personnel traveling or TDY will ensure travel is in compliance with the instructions on the order. Travel before or after dates on the order will not be authorized.
4. If duties are not performed, the AFMS TDY approving official will be notified within 24 hours so orders can be canceled and funding utilized elsewhere.
5. All personnel shall ensure the most beneficial use of postage, telephones, office supplies, equipment, and manpower.

A handwritten signature in black ink, reading "Albert L. Benson Jr.", is positioned above the printed name and title.

ALBERT L. BENSON JR.  
Lieutenant Colonel, LG  
Deputy Commandant, AFMS